Multimedia Module

GO LIVE 5
USER MANUAL

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Modules available online at http://mll.arizona.edu/workshops.shtml?tutorialpdfs

GoLive_User.pmd
Last modified: 06/15/02

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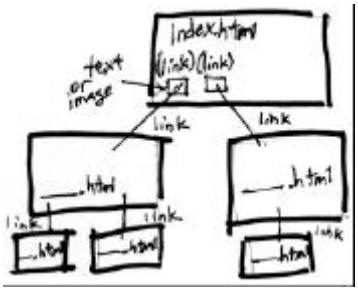
INTRODUCTION AND OVERVIEW:

Adobe GoLive is a web development program that allows the user to create web pages or websites visually rather than using html code. The code is written automatically as the user maneuvers text, images, QuickTime movies and any other component, mostly by dragging and dropping onto their page. This workshop is intended to cover just the basics of the program.

It is necessary that all media such as Images and QuickTime Movies and Music are compressed and sized in before being imported to GoLive. See the Job Aid for specifics.

It is advisable to have an idea about the structure of a website before jumping in. GoLive does not design for you. It's a tool to gather your ideas and construct them. This can be achieved by a simple drawing on paper sketching out 2 or 3 pages and how they will be linked.



Develop the habit of SAVING constantly!!!

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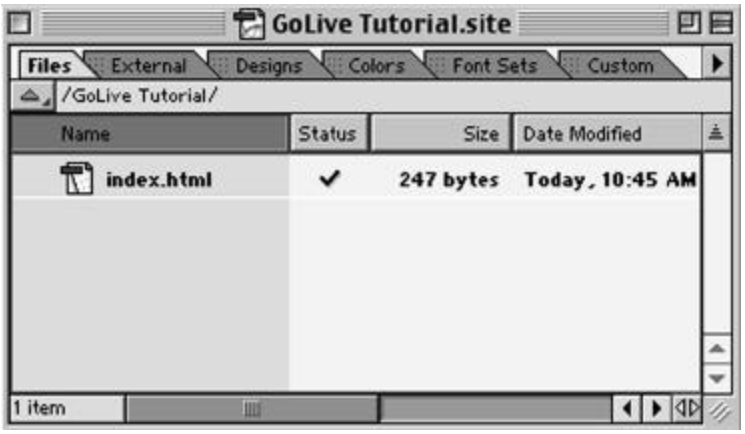
EXERCISE 1: CREATING A NEW SITE

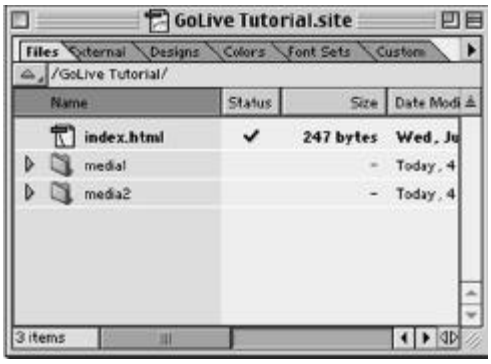
Steps:

1. Click on **File > New Site > Blank**. The save window will open
2. Choose site location (usually hard drive or desktop)
3. Type desired site **name**.
4. **Save**



EXERCISE 2: IMPORT MEDIA AND OPEN PALETTES

Steps:



1. Locate the **Media folders**. (titled "media1" and "media2")
2. Drag and drop the folders into the **Site Window.**
3. Click on **File > Save**.
4. In the Menu Bar, click on **Window > Objects**. (the color palette is also located here)
5. Click on **Window > Inspector**.
6. Click on **Window > Toolbar** to insure that it is open. (the Toolbar will usually open when GoLive is opened. The Toolbar will be located directly under the Menu Bar)
7. Skip all other windows for this class.
8. Place the **Objects** and the **Inspector** palettes to the right side of the screen to make a work space in the center of the screen.

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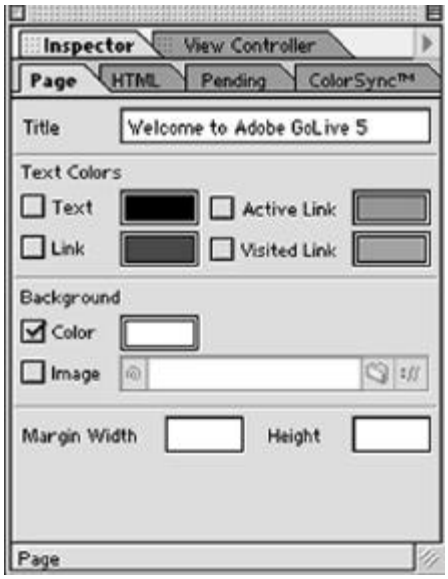
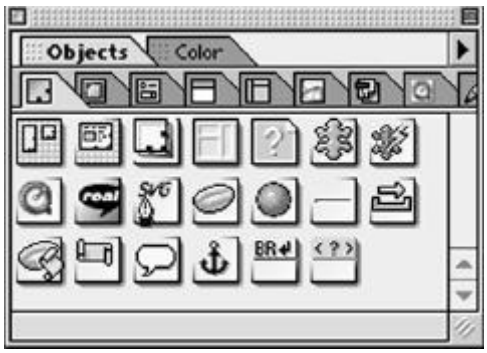
Inspector Palette



Objects Palette



Tip: All palettes can be "folded" off to the side by placing the cursor on the Title Bar and clicking while holding the Control key. Simply click on the "folded" palette once to bring it back.

EXERCISE 3: OPEN INDEX PAGE

Steps:

1. Locate the icon named "**index.html**" in the Site Window. Most web hosts require that the first page of a site be named "index.html" so this page should not be renamed.

2. Double click on it to **open**

3. Drag on the lower right handle to make the page **fit the screen** (do not cover the palettes)

4. Locate "**Welcome to Adobe GoLive 5**" next to the page icon in the upper left portion of the page. This is the Page Title and can be renamed whatever the user would like. After naming the page, press return and save (don't confuse "index.html" with the Page Title)

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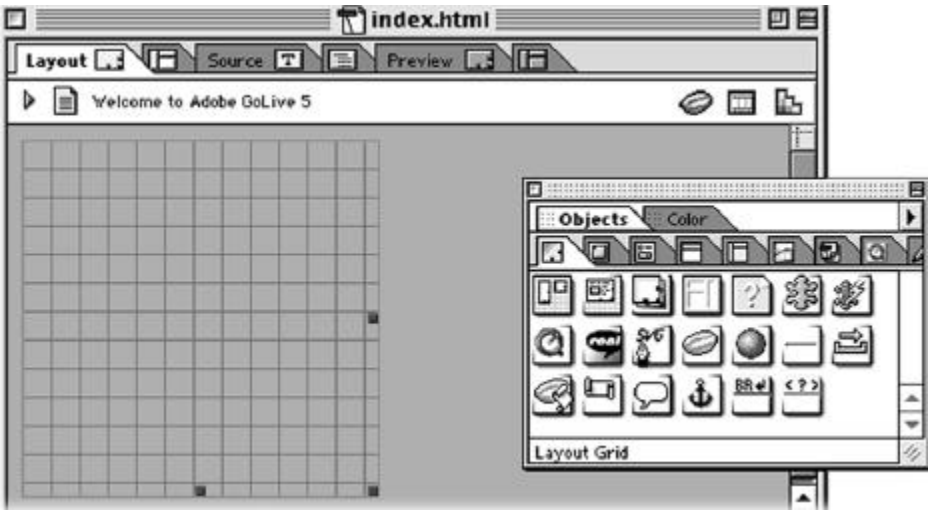
EXERCISE 4: ADD OBJECTS

Steps:

1. With the Objects tab active locate the **Layout Grid icon.**
2. **Drag and drop** this icon to the index.html page.



3. There are two ways to resize the layout grid. The first method is:
   a) **Select** the Layout Grid by clicking on it.
   b) Using the Inspector, Type in **750 for width** and press **return**.
   c) Type in **550 for height** and press **return**.
   d) **Save**.

4. The second method is:
   a) **Drag** the lower right handle on the Layout Grid to the desired size.
   b) **Save**

Place Layout Text Box

Steps:

1. Locate the **Layout Text Box** in the **Objects palette**.

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2. **Drag the icon** onto the Layout Grid.

3. Resize the Layout Text Box by dragging any of the handles on the box. (for our purposes, size the box about **4" wide X 1" high** [288px X 72px])

4. Click inside the box and type in the words "**This is text**" to use as an example.

5. Click anywhere on the Layout Grid to **deselect the Text Box**.

6. **Select** the text to edit as you would in any word program. (highlight it)

7. Change the **size** of the text (basic sizes in GoLive are 1-7, default is 3)

8. Change the **font** of the text. (text editing choices are located in the Toolbox & menu bar under "type")

Note: When choosing your fonts, keep in mind that the end user may not have a wide range of font styles loaded into their computers. Three fonts that most end users are likely to have are: Arial, Times, and Geneva.

EXERCISE 5: LINK IMAGE

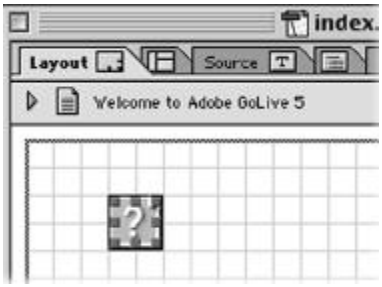
Steps:

1. Locate the **Image icon** in the Objects palette.

2. **Drag and drop** the icon onto the Layout Grid.

3. Locate the **basic tab** in the **Inspector** and find the source window.

The image icon that appears on the page "represents" an image; it marks the location where the user would like to see the image on the page. The actual image rests in the Site Window and links via the Inspector to the page.



4. Method One

   a) Place the cursor on the **point and shoot button** to the left of the source window.

   b) **Drag** the cursor to the Site Window but do not release yet.

   c) Place the cursor on the "**Media 1**" folder.

   d) The folder will open so release the cursor on "**big_baby.jpg**".

   e) The image will appear on the page.

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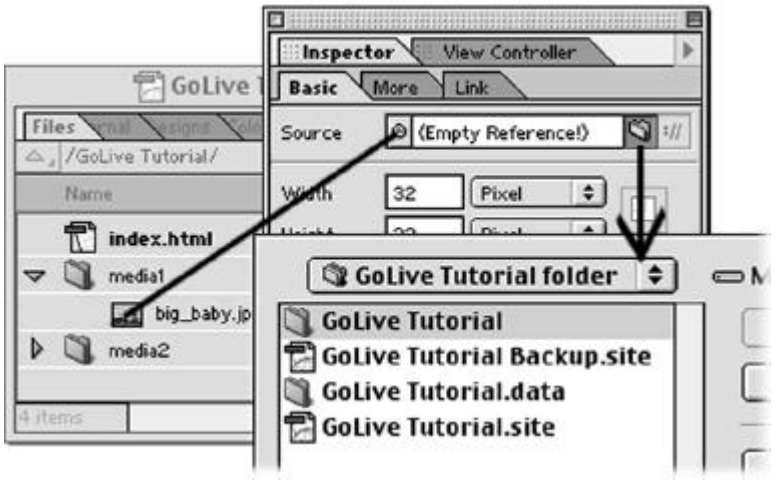

5. Method Two

   a) **Click once** on the folder to the right of the source window.

   b) The **File Menu Box** will appear.

   c) Find "**big_baby.jpg**" located in your GoLive folder.

   d) **Double click** on it or click on open.

   e) The image will appear on the page.

EXERCISE 6: LINK QUICKTIME

Steps:

1. Locate the **Image icon** in the Objects palette. Locate the QuickTime icon in the Objects palette.

2. **Drag and Drop** onto the Layout Grid.

3. Use the **source window** as used with the still image in the Inspector.

   Like linking an image, there are two methods of "linking" the Quicktime to the page. We will demonstrate the point and shoot method only.

4. Place the cursor on the **point and shoot button** to the left of the source window.

5. **Drag** the cursor to the Site Window but do not release yet.

6. Place the cursor on the folder that contains the QuickTime you would like to use.

7. The folder will open so find the **QuickTime icon** and release the cursor on it.

(continued)

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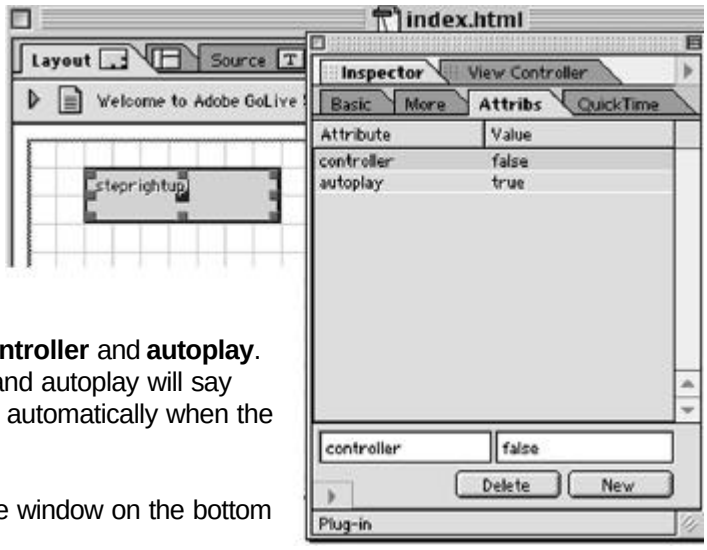
8. The Quicktime will appear on the page although as a very small box.

9. Drag the handles to **enlarge** to your desire.

   By default, the Quicktime we have linked will automatically play when the page is opened on a browser and the end user will have no control over it.



10. Locate the **Attribs tab** in the **Inspector** and click on it.

    Two attributes will appear by default: **controller** and **autoplay**. Also by default controller will say false and autoplay will say true. If you want your Quicktime to start automatically when the page comes up, leave as is. Otherwise:

11. Select **controller** and type "**true**" in the window on the bottom in place of false.

12. Click in the window to affect change.

13. Select **autoplay** and type "**false**" in the same manner.

14. Click again in the window to affect change.

Now let's preview in a browser

15. Locate the "**Show In Browser**" icon in the Toolbar.

16. Click and release on either **Netscape or Explorer** in the pop down menu.

17. Locate the **controller** on the temporary browser page and test by clicking on play.

18. Test again on the other browser.

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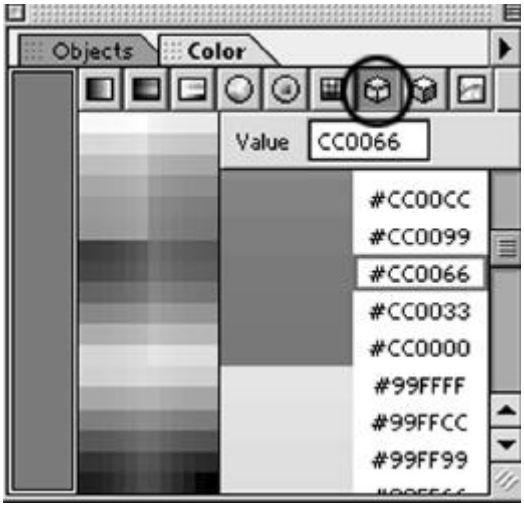
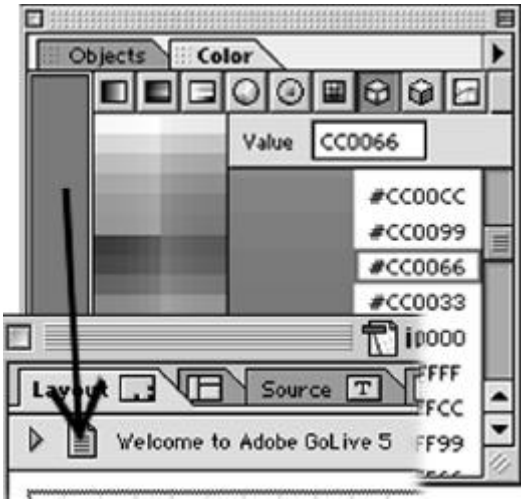
EXERCISE 7: ADDING COLOR

Steps:



1. Click on the **Color palette tab** to activate it.
2. Locate the nine icons below the tabs.
3. Click on the "**cube**" icon third from the right.
4. Choose desired color by 1.) scrolling through the numbered menu and clicking on the color or the number with the cursor or 2.) using the **eye dropper** in the Color field to the left. (the cursor will appear as an eyedropper when placed in the color field)
5. **Change text color** by highlighting (select) the text on the index.html page that you want to edit.
6. **Drag and drop** from the color band on the far left side of the Color palette to the selected text.
7. Click outside of the text box to view the color change.
8. Repeat this process to change to a different color.
9. To **add as a background**, on the index.html page, locate the **"page" icon** directly beneath the Layout tab.
10. **Drag and drop** the chosen color to this icon. The entire background will reflect the color change.



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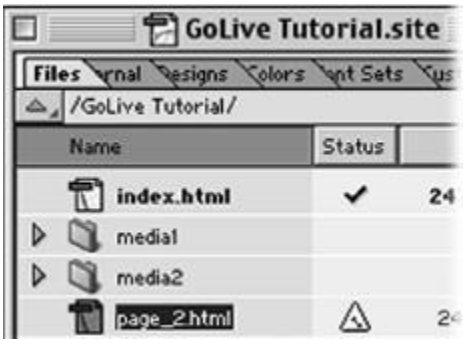
EXERCISE 8: CREATE A SECOND PAGE

Steps:

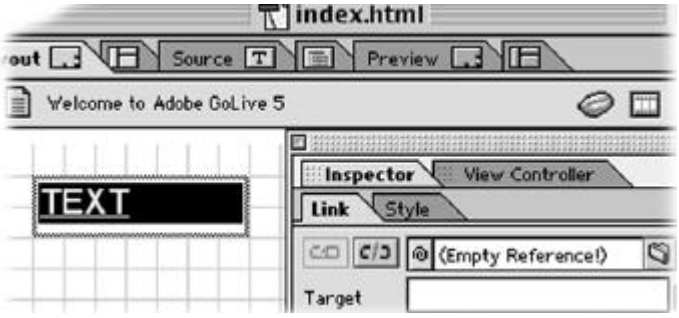
1. In the Menu Bar, go to **Site > New > Page.**
2. **"Untitled.html"** will appear in the Site Window.
3. Rename the page. (notice that "untitled" is highlighted and ready to edit)
4. **Double click** on the page to open.
5. Retitle the page, add image **"ritzdrive_in.jpg"**, add **text**, **save** and **close**.
6. The pending symbol will have disappeared.



EXERCISE 9: LINK PAGES

Steps:

1. To link with text, first **Open** both the Index.html page and the new second page.



2. Make sure the **Inspector** is open and a portion of the **Site Window** is in view.
3. Highlight (select) the **Text** on the **index.html page.**
4. Make sure the **Link tab** is **active** in the Inspector.
5. Point and Shoot or Browse to **"yournewpage.html"** in the Site Window.
6. The name of the page linked to will appear in the window in the Inspector.
7. **Repeat** from the second page back to the "index.html" page.

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To preview this, click the Preview tab as discussed on page 7 with QuickTime. The Grid will disappear and, unlike with QuickTime, the link will be active. Test the links. Try out the link. Click on the Layout tab to return to edit mode. The Grid will re-appear.

Steps:

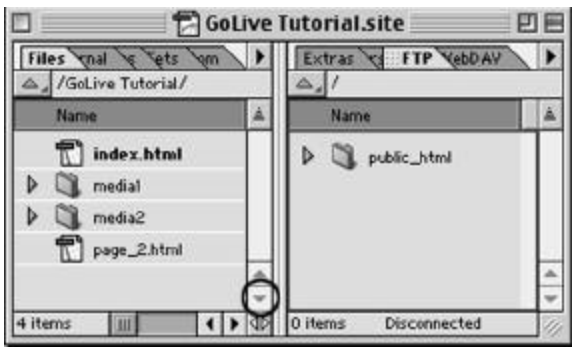
1. To link with an **image**, make sure the **Inspector is open** and a portion of the **Site Window** is in view.

2. **Select** the Image.
3. Click the **Link tab** in the **Inspector**.
4. Point and Shoot or Browse to the other page in the Site Window.
5. The name of the image will appear in the window in the Inspector.
6. **Preview** following the same procedure we did earlier

EXERCISE 10: LOG IN TO WEB SERVER

Steps:

1. Open **MacSSH PPC**.
2. In the **Menu Bar** go to Favorites > ftp. If MacSSH has not been configured for FTPing to the u.arizona server, you will have to do so before you can upload any files.
3. Type in **user name** and **password**. A black window will open. Do NOT close window.
4. In GoLive, open the **Site Window**.
5. Locate the **two white arrows** at the bottom right of the Site Window.
6. Click on the **right arrow** to open a second window to the right containing several tabs.
7. Click on the **FTP tab**.



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Next, we need to set our settings...

Steps:

1. In the Toolbar, click on the "**FTP Server connect/disconnect**" button.

2. Click **OK** on the box that appears asking to enter FTP settings.
3. An FTP menu will appear.
4. Type "**127.0.0.1**" in the Server window. (This is if you are using the u.arizona server)
5. Type "**public_html**" in the Directory window.
6. Type in your **User Name** and **Password**.
7. Check the **Passive** box.
8. Make sure the port window reads "**21**" then click **OK**.
9. If a box appears asking if you want to add your password to a keychain, click "**don't add**".
10. The user's files will appear in the FTP side of the Site Window including "public_html".

EXERCISE 11: UPLOAD/DOWNLOAD DOCUMENTS

Steps:

1. Double click on the "**public_html**" folder to open it.
2. **Drag and drop** any or all files and pages **from the left window** to the folder on the right.
3. To **download**, drag and drop files **from the "public_html" folder** back to the left side.
4. Once finished, **close the connection** by clicking on "FTP Server connect/disconnect" in the Menu Bar.
5. Close the left window by clicking on the left white arrow.
6. **Close** MacSSH

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CRITERION TEST
20 min:

This is the criterion test for the Adobe GoLive 5 module. It is going to test your comprehension of the module you just participated in or allow you to test out of the Adobe GoLive 5 module.

1. Open GoLive 5
2. Create a new site
3. Import media to the Site Window (find and import "testmedia" folder)
4. Open the index page
5. Insert a Layout Grid and size it at 750 pixels by 550 pixels
6. Color the background using #33CC99
7. Insert a Text box
8. Type in "My Neat-O Site", size to #6 and position top center
9. Choose font style: Arial
10. Color the text using #3300CC
11. Add image "OurFamily.jpg" and position mid-center
12. Add another Text box, type in "Our Auntie", size to #4, bold and position lower right
13. Add another page and name it "auntie.html"
14. Open the page and insert the same size Layout Grid
15. Color the background using #FF9966
16. Insert a Text box
17. Type in "Our Swell Auntie", size to #6 and position top center
18. Add image "OurAuntie.jpg" and position mid center
19. Add QuickTime icon below image and link to "steprightup!.mov"
20. Select the QuickTime and change controller to true and autoplay to false
21. Add another Text box, type in "home", size to #4, bold and position lower right
22. Link "home" to "index.html" and on the index page link "our auntie" to "auntie.html"
23. Check out the two pages on either/both Netscape or Explorer
24. Upload the site to the University server

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